

M-RETS Training

Bryan Gower, M-RETS Administrator

- 1) Overview of the Process for Retiring
Certificates for State REO/RES/RPS
- 2) Overview of the New Retail Sales Report

Overview of the process for retiring certificates for State REO/RES/RPS



http://www.microsoft.com/isapi/redir.dll/...

M-RETS *Midwest Renewable Energy Tracking System*

My Account

Customize My Page Mrets Test - BryanGower

Registration [?] [X]

- [Change Profile](#)

Public Reports [?] [X]

- [M-RETS Generators](#)
- [M-RETS Account Holders](#)
- M-RETS Certificate Activity Statistics [Monthly](#) [Annual](#)
- [Bulletin Board](#)
- [RRC Program](#)

Account Management [?] [X]

Open Sub-Accounts

Sub-Account ID	Sub-Account Name	Sub-Account Name/Alias2	Type	Certificates
61	Default		Active	111
62	Default		Export	0
63	Default		Retirement	0
64	Default		RRC	0

[Create New Sub-Account](#)
[View/Edit Sub-Accounts](#)

Rename the 'Default' retirement sub-account or create a new retirement sub-account.

Account Manager Name: Bryan Gower
Account Manager Telephone: 408-517-2118
Account Manager Fax:
Account Manager Email: mrets.testuser1@gmail.com
Company Web Site URL:

Account Status

Account Summary

Reporting Entity Data and Manual Generation Totals

Generation M/Wh

Generation: 111

Account Activity

Certificates

Active: 111
Retirement: 0
RRC: 0
Export: 0

Edit Sub-Account

Sub-Account Name: Retirement

Name/Alias: * Minnesota 2008

Name/Alias2:

Open: Yes No

Status Reason:

Status Effective Date:

* Required Field

Save Cancel

Step 1:

Rename the 'Default' retirement sub-account or create a new retirement sub-account. We suggest being as specific as possible (i.e. Minnesota 2008)



Overview of the process for retiring certificates for State REO/RES/RPS



Account Status				
Account Summary				
Reporting Entity Data and Manual Generation Totals				
Generation MWh				
Generation	111			
Account Activity				
Certificates				
Active	111			
Retirement	0			
RRC	0			
Export	0			
Bulletin Board	0			
Account Totals				
Certificates				
Certificate Total	111			
Open Sub-Accounts				
Total Sub-Account 4				
Sub-Account ID	Sub-Account Name	Sub-Account Name/Alias2	Type	Certificates
61	Default		Active	111
62	Default		Export	0
63	Default		Retirement	0
64	Default		RRC	0
Create New Sub-Account View/Edit Sub-Accounts				

Step 2:

Access an active sub-account by selecting the hyperlinked quantity next to the sub-account name located within the 'Account Status' module



Overview of the process for retiring certificates for State REO/RES/RPS



Step 3:

Select certificates to retire by either selecting the 'Transfer' hyperlink to the left of the desired batch or choose multiple batches under the 'Batch Transfer' tab

All	Active	Retirement	RRC	Export							
Active Subaccounts: <input type="text" value="Default"/> <input type="button" value="Go"/>											
Action	Subaccount	Subaccount ID	M-RETS ID	Generating Facility	Fuel Type	Certificate Vintage	Certificate Serial Numbers	Quantity	IL	IA	IA A
Transfer	Default	61	M519	Mrets Gen - Mrets Gen	Wind	4/2008	519-MN-04-2008-5048-1 to 12	12	No	No	No
Transfer	Default	61	M519	Mrets Gen - Mrets Gen	Wind	3/2008	519-MN-03-2008-5049-1 to 13	13	No	No	No
Transfer	Default	61	M519	Mrets Gen - Mrets Gen	Wind	6/2008	519-MN-06-2008-5050-1 to 13	13	No	No	No

All	Active	Retirement	RRC	Export	Bulletin Board	Batch Transfer									
Subaccount Type: <input type="text" value="Active"/> Batch Transfer Subaccounts: <input type="text" value="Default"/> <input type="button" value="Go"/>															
Total Quantity: <input type="text"/> <input type="button" value="Batch Transfer"/>															
Add To Batch	SubAccount	Subaccount ID	Generating Facility	Fuel Type	Certificate Vintage	Certificate Serial Numbers	Quantity	Transfer Quantity	IL	IA	IA AEP	IA Voluntary Green	MB	MN	
<input type="checkbox"/>	Default	61	M519	Mrets Gen - Mrets Gen	Wind	4/2008	519-MN-04-2008-5048-1 to 12	12	<input type="text" value="12"/>	No	No	No	No	No	Yes
<input type="checkbox"/>	Default	61	M519	Mrets Gen - Mrets Gen	Wind	3/2008	519-MN-03-2008-5049-1 to 13	13	<input type="text" value="13"/>	No	No	No	No	No	No



Overview of the process for retiring certificates for State REO/RES/RPS



Transfer Certificates

Certificate Serial Numbers:	519-MN-04-2008-5048-1 to 12
Quantity:	<u>12</u>
Generating Facility:	Mrets Gen - Mrets Gen
Fuel Type:	Wind
Vintage:	4/2008
Illinois:	No
Iowa:	No
Iowa AEP:	No
Iowa Voluntary Green:	No
Manitoba:	No
Minnesota:	Yes
Minnesota CBED:	No
Montana:	No
North Dakota:	No
South Dakota:	No
Wisconsin RPS:	No
Wisconsin RRC Eligible:	No
Muni COTI Certification:	No
Green-e Energy:	No
Ecologo Certified:	No
Hydro Certification:	No

Step 4:

Review the quantity and eligibilities of the selected certificates in the Certificate Review Screen

Transfer	<input type="text" value="12"/>	certificates to:
<input type="radio"/> Another Account Holder	<input type="text" value="Select an Account Holder"/>	



Overview of the process for retiring certificates for State REO/RES/RPS



Transfer 12 certificates to:

Another Account Holder
Select an Account Holder

Active
Default
Select a retirement subaccount

Retirement

Retirement Type	Retirement Details
<input type="checkbox"/> Used by the Account Holder for a State-Regulated Utility Renewable Portfolio Standard/Provincial Utility Portfolio Standard:	State/Province: Select One RPS Compliance Period: Select a year Reason: Select a reason Additional Details:
<input type="checkbox"/> Used by the Account Holder for a Municipal Renewable Portfolio Standard:	Reason: Select a reason Compliance Period: Select a year Additional Details:
<input type="checkbox"/> Used by the Account Holder for Other Regulatory Program:	Reason: Select a reason Additional Details:
<input type="checkbox"/> Used by the Account Holder for a Utility Green Pricing Program:	Reason: Select a reason Additional Details:
<input type="checkbox"/> Used by the Account Holder for a Green Electricity Product:	Reason: Select a reason Additional Details:
<input type="checkbox"/> Used by the Account Holder for a REC-Only Product:	Reason: Select a reason Additional Details:
<input type="checkbox"/> Used by the Account Holder for RRC Certificate and WI RPS Compliance Retirement:	Compliance Year: Select a year Retirement Reason:
<input type="checkbox"/> Other:	Retirement Reason:

Export
Select an export subaccount
Compatible Tracking Systems: Select a compatible tracking system
Account ID: *

Bulletin Board

Submit Cancel

Step 5: Select the 'Retirement' radio button

Step 6: Choose a Retirement sub-account in the dropdown field

Step 7: Choose the first 'Retirement Type': 'Used by the Account Holder for a State-Regulated Utility Renewable Portfolio Standard/Provincial Utility Portfolio Standard'

Step 8: Select the State/Province* and RPS Compliance Period

Step 9: Select the submit button.



Overview of the process for retiring certificates for State REO/RES/RPS



Step 10: Access the retirement sub-account located within the 'Account Status' module to ensure the certificates were retired properly.

Account Status

Account Summary

Reporting Entity Data and Manual Generation Totals

Generation MWh

Generation	111
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Account Activity

Certificates

Active	99
Retirement	12
RRC	0
Export	0
Bulletin Board	0

All		Active		Retirement		RRC		Export		Bulletin Board		Batch Transfer												
Retirement Subaccounts:		<input type="text" value="Minnesota 2008"/> <div style="border: 1px solid black; padding: 2px; width: fit-content;"> Select one All Subaccount Minnesota 2008 </div>		Retirement Type:		<input type="text" value="All Types"/> <input type="button" value="Go"/>		Certificates in Subaccount << first < prev goto next > last >>																
Action	SubAccount	Subaccount ID	Retirement Types	M-RETS ID	Generating Facility	Fuel Type	Certificate Vintage	Certificate Serial Numbers	Quantity	IL	IA	IA AEP	IA Voluntary Green	MB	MN	MN CBED	MT	ND	SD	WI RPS	WI RRC Eligible	Muni COTI Certification	Green-e Energy	Ecologo Certified
Transfer	Minnesota 2008	63	RPS	M519	Mrets Gen - Mrets Gen	Wind	4/2008	519-MN-04-2008-5048-1 to 12	12	No	No	No	No	No	Yes	No	No	No	No	No	No	No	No	No
Total									12															

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Overview of the process for retiring certificates for State REO/RES/RPS



Step 11:

Select the 'My Sub-Accounts Certificates Disposition' report under the 'Account Holder Reports' module.



Overview of the process for retiring certificates for State REO/RES/RPS



Step 12: Select the 'Retirement' tab on the top row.

Step 13: Select the desired retirement sub-account from the dropdown menu

Step 14: Print Report using the Printer Icon at the top right of the report.

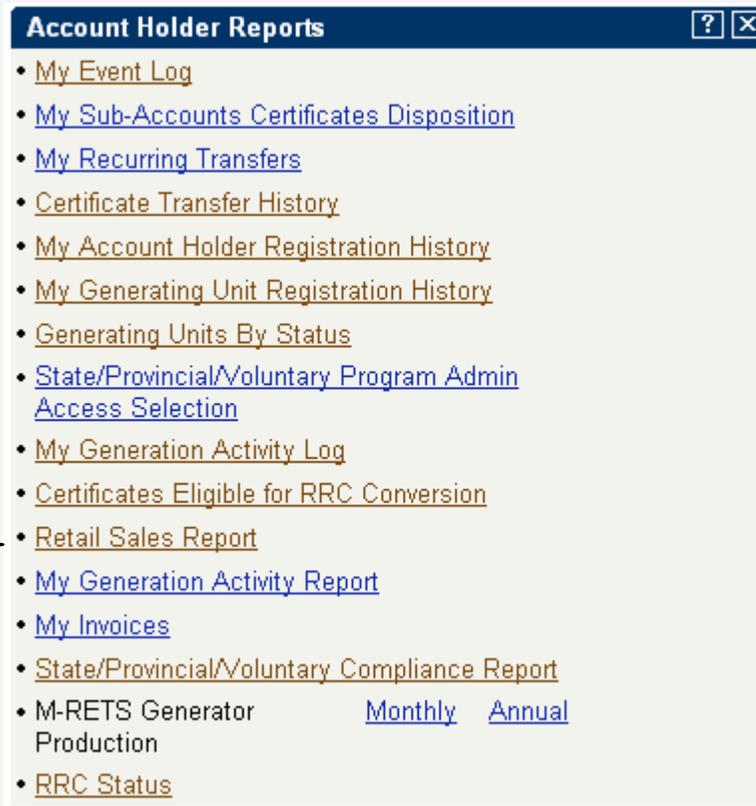
All	Active	Retirement	RRC	Export	Bulletin Board	Batch Transfer																		
Retirement Subaccounts:		<input type="text" value="Minnesota 2008"/> <ul style="list-style-type: none"> Select one All Subaccount Minnesota 2008 	Retirement Type:	<input type="text" value="All Types"/> <input type="button" value="Go"/>	Certificates in Subaccount																			
		<input type="button" value="first"/> <input type="button" value="prev"/> <input type="button" value="goto"/> <input type="button" value="next"/> <input type="button" value="last"/>																						
Action	SubAccount	Subaccount ID	Retirement Types	M-RETS ID	Generating Facility	Fuel Type	Certificate Vintage	Certificate Serial Numbers	Quantity	IL	IA	IA AEP	IA Voluntary Green	MB	MN	MN CBED	MT	ND	SD	WI RPS	WI RRC Eligible	Muni COTI Certification	Green-e Energy	Ecologo Certified
Transfer	Minnesota 2008	63	RPS	M519	Mrets Gen - Mrets Gen	Wind	4/2008	519-MN-04-2008-5048-1 to 12	12	No	No	No	No	No	Yes	No	No	No	No	No	No	No	No	No
Total									12															

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Reporting Retail Sales

Step 1: Select the 'Retail Sales Report' located in your Account Holder Reports



Account Holder Reports [?] [X]

- [My Event Log](#)
- [My Sub-Accounts Certificates Disposition](#)
- [My Recurring Transfers](#)
- [Certificate Transfer History](#)
- [My Account Holder Registration History](#)
- [My Generating Unit Registration History](#)
- [Generating Units By Status](#)
- [State/Provincial/Voluntary Program Admin Access Selection](#)
- [My Generation Activity Log](#)
- [Certificates Eligible for RRC Conversion](#)
- [Retail Sales Report](#)
- [My Generation Activity Report](#)
- [My Invoices](#)
- [State/Provincial/Voluntary Compliance Report](#)
- M-RETS Generator [Monthly](#) [Annual](#)
Production
- [RRC Status](#)

Overview of the process for retiring certificates for State REO/RES/RPS



Step 2: Select the State in which you served retail load (Minnesota)

MWH Sold at Retail to Customers in M-RETS States in 2008

State	Sub-Account	Sub-Account Type	Electric Provider Name	MWH Sold at Retail
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Select State:

- Select State
- IOWA
- ILLINOIS
- MANITOBA
- MINNESOTA**
- MONTANA
- NORTH DAKOTA
- SOUTH DAKOTA
- WISCONSIN

MWH Sold at Retail to Customers in M-RETS States in 2008

State	Sub-Account	Sub-Account Type	Electric Provider Name	MWH Sold at Retail
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Select State:

MN Retirement Annual Data

Retirement Sub-Account:

Total MWH Sold at Retail:

Step 3: Select the Retirement Sub-Account



Overview of the process for retiring certificates for State REO/RES/RPS



Step 4: Enter the Name of the MN Electric Service Provider as reported in your State filing This field defaults to your company name

Step 5: Enter the MWH Sold to Retail to Minnesota customers

Step 6: Select the Save Changes button

MWH Sold at Retail to Customers in M-RETS States in 2008

State	Sub-Account	Sub-Account Type	Electric Provider Name	MWH Sold at Retail
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Select State:

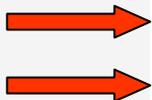
MN Retirement Annual Data

Retirement Sub-Account:

Name of MN Electric Provider:

MWH Sold at Retail to Minnesota customers:

Total MWH Sold at Retail to Minnesota Customers:



Overview of the process for retiring certificates for State REO/RES/RPS



Step 7: Confirm that the reported Retail Sales, Electric Service Provider Name and Sub-account name is listed correctly in the review table.

Step 8: If you need to make changes, select the delete box to the right of the row

MWH Sold at Retail to Customers in M-RETS States in 2008					
State	Sub-Account	Sub-Account Type	Electric Provider Name	MWH Sold at Retail	
MN	Minnesota 2008	RET	Mrets Test	20000	<input type="checkbox"/>

Select State:

MN Retirement Annual Data	
Retirement Sub-Account:	<input type="text" value="Select Sub-Account"/>
Total MWH Sold at Retail to Minnesota Customers:	<input type="text" value="20000"/>



Overview of the process for retiring certificates for State REO/RES/RPS



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